



## CAPITAL PROJECTS COORDINATOR

Job Code: 3010

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o017

### NATURE OF WORK

Highly responsible work of an administrative nature, coordinating the various phases of construction and development of major capital improvement projects within the City.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Obtains funding for construction of Capital Projects by preparing applications for grants from various Federal, State, and County agencies
- Assists in the selection of consulting architects and engineers to design Capital Projects
- Prepares Commission Memorandums, Resolutions, and Ordinances
- Creates and updates a departmental schedule of construction projects
- Obtains construction permits from Federal, State, County, and City agencies
- Directs and assists in the design of projects, i.e. preparation of construction plans, specifications, and contracts
- Assists in the public bidding of projects, i.e. conduct pre-bid meetings with potential private contractors and Architects/Engineers
- Prepares project budget
- Identifies sources of funding for appropriation and implementation
- Provides construction contract administration and inspection by reviewing and approving contractor payment applications, change orders, budget allocations, construction schedules, and compliance with contract plans and specifications
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, methods, materials, equipment, and practices of Public Works engineering, construction, and maintenance activities
- Knowledge of the principles of general management, public and business administration, and their application to governmental administration
- Knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations, or the ability to acquire such knowledge
- Knowledge of supervisory principles and practices
- Ability to monitor construction projects, review construction drawings and specifications, administer projects, and deal with contractors and design consultants during various phases of construction
- Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public
- Ability to carry out complex verbal and written instructions
- Ability to express ideas and information clearly and concisely, both verbally and in writing
- Ability to evaluate supervisory and subordinate employees' performance

### MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Bachelor's degree in architecture, engineering, building construction, or closely related field

- Three (3) years full-time verifiable experience in the design, construction, and management of major building construction projects
- Experience can substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received from the Director on a priority basis that is determined by the City Commission and/or City Manager
- Work is performed with little supervision and wide latitude for use of independent judgment in the selection of work methods and procedures

## SUPERVISION EXERCISED

- Supervise the work of subordinate professional and technical personnel